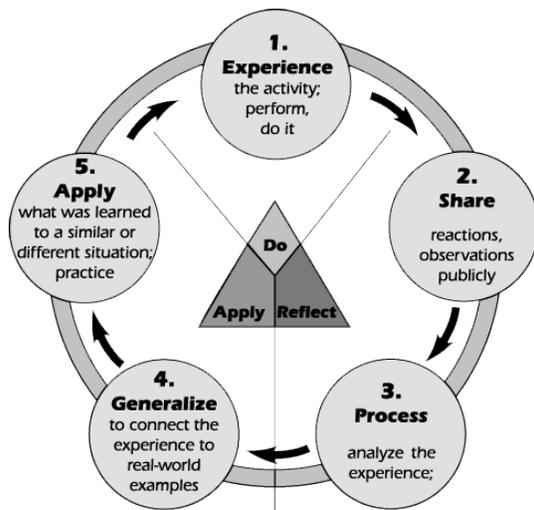


LEWIS & CLARK COUNTY 4-H RECORD BOOKS AND PROJECT COMPLETION

4-H FAMILY & MEMBER GUIDE

4-H Projects

- ✿ Every member must enroll in and complete a minimum of one project per year.
- ✿ 4-H is based on the **Experiential Learning Model**. Projects are hands-on educational activities.



- ✿ Although members can choose any number of projects, please encourage them to enroll in a realistic number of projects that they can complete each year.
- ✿ **Project Workshops** are conducted by club or county leaders. These opportunities enhance and expand the learning opportunities of 4-H youth. Time and dates vary throughout the year depending on the project area. Please check the [website](#) and newsletter.

- ✿ There is huge variety of projects for members to choose from and they can be viewed in the **Clover** publication, updated each year at

<http://www.montana4h.org/projects/clover.html>

- ✿ **Project books** are available for purchase at <https://store.msuextension.org> and <https://shop4-h.org/>



Record Keeping

Record books are an integral part of any 4-H project and are required to complete the 4-H year, earn county/state 4-H awards and scholarships, and compete at the Fair. Records books are checked by your Project Leaders between May 1 and June 10 each year and by Club Organizational Leaders on August 31st each year.

If a member wants to advance to higher levels in a project they must complete the records and project requirements for that project. Please see *Record Book and Project Book Guidelines* for more information.



Green 4-H folders or binders can be purchased at the Extension Office to keep your records organized. It is not required to have your records in one of these specific binders, but they do need to be kept in some kind of folder and kept organized.

Record books consist of three types of forms:

My 4-H Year	Non-Animal Project	Animal Project
 <p>The form is titled "My 4-H Year" and features the Montana State University Extension logo. It includes a section for "This Record Belongs to" with fields for County, Club, Age, Years in 4H, and Grade in School. Below this is a section for "These are my projects for this year" with a table. Further down is "These are my goals for this year" with a large writing area and a "Did you reach your goals?" section at the bottom.</p>	 <p>The form is titled "Non-Animal Project Journal & Financial Record" and features the Montana State University Extension logo. It includes a section for "This Record Belongs to" with fields for County, Project Name, and Years in the Project. Below this is a section for "These are my project goals for this year" with a large writing area and a "Did you reach your project goals?" section at the bottom.</p>	 <p>The form is titled "Animal Project Journal & Financial Record" and features the Montana State University Extension logo. It includes a section for "This Record Belongs to" with fields for County, Project Name, and Years in the Project. Below this is a section for "These are my project goals for this year" with a large writing area and a "Did you reach your project goals?" section at the bottom.</p>
<p>-Complete one per year -Focus on club and extracurricular, non-4-H project activities</p>	<p>-Complete one per year per non-animal project -Record any goals & activities directly related to your project</p>	<p>-Complete one per year per animal project -Record and goals & activities directly related to your project</p>

You can access these record book forms at:

<https://www.lccountymt.gov/extension/4-h/member-resources/guides-and-forms/record-books.html>

Helpful Hints for Project Books & Record Book Forms

- Take 10 minutes each month to keep them updated.
- Keep a family calendar on which you record ALL activities; use it as a reference when updating your record books.
- Members should take record books at club meetings and project workshops.
- ZSuites is a great online record book option. Check it out at 4h.zsuite.org

Completing a 4-H Project:

Record Book and Project Book Guidelines

- ☘ Completing a project is a combination of your record book forms and project books.
- ☘ The following chart is meant to help you determine what needs to be turned in for each project to complete a 4-H year or move to the next level of the project in Lewis & Clark County.

**Please note, if you do not attend at least one workshop in your project area during the 4-H year, you will be required to complete activities in your project book and turn it in with your record book. The number of activities required to complete a 4-H year in each project book can be found at

http://www.montana4h.org/projects/support/record_books/by_project.html

Record Book + Workshops (Project Book Optional**)	Record Book + Project Book (Required)
<ul style="list-style-type: none"> • Beef • Dairy • Dog • Foods & Nutrition • Goat • Livestock Judging • Sewing <ul style="list-style-type: none"> ○ Crochet ○ Embroidery ○ Quilting • Sheep • Shooting Sports 	<ul style="list-style-type: none"> • Aerospace • Bicycle • Cat • Child Development • Citizenship • Electricity • Entomology • Forestry • Home Environment • Horse • Leadership • Leathercraft • Outdoor Adventures • Photography (level 1 only) • Plant Sciences • Pocket Pets • Poultry • Rabbit • Robotics • Small Engines • Sport Fishing • Swine (level 1 only) • Visual Arts • Welding • Wildlife • Woodworking

Record Book Check Process

- ✿ The last day to add/drop projects for Fair is May 1st each year
- ✿ Project leaders will coordinate with 4-H members to check their record books between May 1st and June 10th each year
 - Some projects, like shooting sports, will have their record book checks earlier than May 1st. Pay attention to project communications in the spring to make sure you do not miss important deadlines!
- ✿ Independent Study: Record book forms and project books will be reviewed by the project leader.
- ✿ Self-Determined or Projects without Leaders: Record book forms and project books will be reviewed by the Extension Office. The Office will reach out to you in the spring to schedule appointments.
- ✿ Record books should be complete up to the review date. It is understood much of the records will not be complete until after Fair is over and turned into the Club Leaders on August 31.
 - For specific record book requirements, please speak with your project leader or the Extension Office. We're here to help!
- ✿ Each youth will have a copy of the [LEWIS & CLARK COUNTY 4-H RECORD BOOK COMPLETION CHECKLIST](#) (see below)
 - This checklist will be kept with the record book for project checks and turned in with the record book to the club leader on August 31st.

My Animal Project Journal and Financial Record (One for each animal project)

	Project Name:					
Project records submitted by June 10th						
Three (3) Goals Listed						
Details about how or if you met your goals						
When You Did It-What You Did-What You Learned						
Value of Animal Purchased						
Value of Animal owned at End of Project						
Feeding Record						
Market Animal Growth Record						
Expenses other than feed						
Health Care Chart						
Sales Record						
Production Record - Breeding						
Project Summary						
Project Journal Complete?						

Club Leader Approval: _____ Date: _____

Comments:

- *4-Hers must COMPLETE their record books according to the completion criteria or they will not be allowed to exhibit or sell any item at the following Lewis & Clark County 4-H Fair.*
- *Record books are used to determine years completed in 4-H. The number of years a 4-H member has completed may affect scholarship selection results.*
- *Record books will be reviewed for completion by project leaders between May 1st-June 10th and club leaders on August 31st.*
- *4-H member can submit alternate forms of records (app, video, audio) provided they contain all the criteria in an organized manner.*